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**From:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Sent:** 12/14/2020 9:02:47 PM  
**To:** Kelty, Diane [Kelty.Diane@epa.gov]; Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]  
**CC:** Terris, Carol [Terris.Carol@epa.gov]; Amorosi, Joanne [Amorosi.Joanne@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Subject:** RE: Agency Message: Dec. 24 and timecodes

Thanks Diane. I've advised OPA that these messages are coming.

Shakeba

Shakeba Carter-Jenkins  
Communications Director &  
*Senior Special Assistant*  
*Office of Mission Support, U.S. Environmental Protection Agency*  
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Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

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**From:** Kelty, Diane <Kelty.Diane@epa.gov>  
**Sent:** Monday, December 14, 2020 12:07 PM  
**To:** Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>  
**Cc:** Terris, Carol <Terris.Carol@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Amorosi, Joanne <Amorosi.Joanne@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>  
**Subject:** FW: Agency Message: Dec. 24 and timecodes

Hi Shakeba –

Joanne is on leave today and tomorrow. I'm looping in Ruth to confirm but I think it makes sense for OCFO to take the lead on this mass mailer.

Diane

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**From:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Sent:** Monday, December 14, 2020 10:29 AM  
**To:** Amorosi, Joanne <Amorosi.Joanne@epa.gov>; Kelty, Diane <Kelty.Diane@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>  
**Cc:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>  
**Subject:** Agency Message: Dec. 24 and timecodes

Good Morning,

I hope you all had a nice weekend.

In light of the Presidents Executive Order released on Friday, will OCFO take the lead again this year on drafting the Administrators mass mailer (2018 below) and the "Guidance for December 24<sup>th</sup> Holiday? A proposed draft is attached.

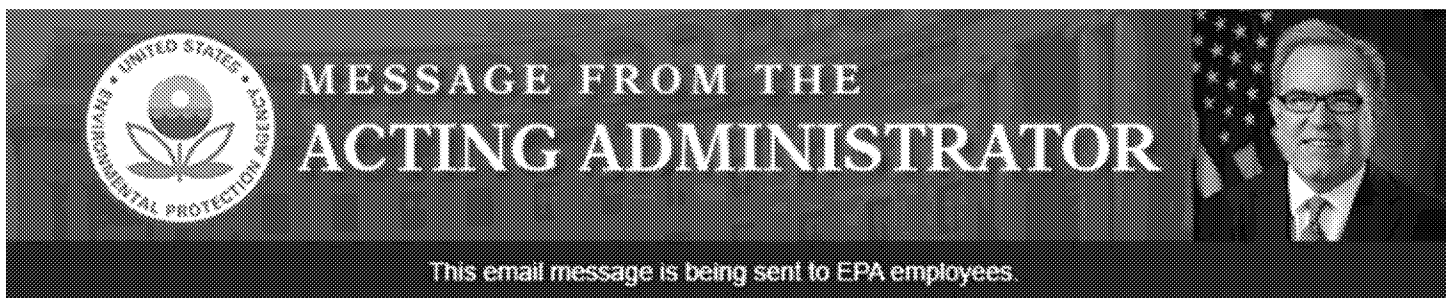
Thanks,

**From:** Message from the Administrator <[messagefromtheadministrator@epa.gov](mailto:messagefromtheadministrator@epa.gov)>

**Sent:** Wednesday, December 19, 2018 12:52 PM

**To:** Message from the Administrator <[messagefromtheadministrator@epa.gov](mailto:messagefromtheadministrator@epa.gov)>

**Subject:** Holiday Message



Dear Colleagues,

As we come to the end of 2018, I want to take a moment to thank each of you for your hard work and dedication to EPA's mission. Thanks to all of you, EPA continues to strengthen environmental and human health protections for Americans.

EPA staff helped the country in a variety of ways in 2018. For example, employees responded to the recent hurricanes by securing Superfund sites, monitoring for oil plus hazardous waste, and managing debris among other things. We increased regulatory certainty through a variety of actions, including proposing a revised definition of the "Waters of the United States" that will ensure we protect the appropriate waterways under our statutory obligations. With help from the new Office of Continuous Improvement, we also improved how we run various environmental and workplace programs, including taking steps to realign the regional offices with headquarters offices. These examples are just a snippet of the accomplishments EPA achieved over the past year.

Thank you for welcoming me into your workplace and working with me to advance environmental stewardship across the country.

President Trump has issued an [executive order](#) closing federal offices and giving federal workers the day off on Monday, December 24, 2018.

Enjoy your time with family and friends over the long holiday weekend and please be safe if you are traveling.

Happy Holidays.

Andrew Wheeler  
Acting Administrator

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